

**COAST GUARD LICENSES**  
**Limited OUPV License**

<b>REFERENCE GUIDE</b>
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**MSO San Francisco Bay (REC)**

Oakland Federal Building, North Tower  
1301 Clay Street, Room 180N  
Oakland, CA 94612-5200  
(510) 637-1124 FAX: (510) 637-1126

**OFFICE HOURS**

**OPEN:** Monday through Thursday 8:00 am - 11:30 am, 12:30 pm - 3:30 pm  
Fridays 09:00 am – 12:00 pm **Only**

**CLOSED:** The second and last Friday of every month & Saturdays, Sundays,  
Federal Holidays.

**OR** VISIT US AT OUR WEBSITE: **<http://uscg.mil/d11/msosf>**

OR, the Coast Guard's Licensing home page: [www.uscg.mil/stcw](http://www.uscg.mil/stcw)

**All information and forms required to complete the application are enclosed. Please review this entire handout before submitting your application. Following the directions in this handout will help to avoid delays in the renewal process which are typically caused by incomplete applications.**

Applications may be submitted in person or mailed to any Regional Examination Center (REC), **HOWEVER ALL** original applicants must sign the Coast Guard oath on the application in person. Transactions are completed on a first come/first served basis and may take more than one day to complete.

**DIRECTIONS TO THE COAST GUARD REGIONAL EXAM CENTER**

**On BART:**

Take BART to the Oakland City Center-12th Street station. Take the Plaza Exit and walk west through the Plaza, then cross Clay Street to the Federal Building.

**By car:**

From Sacramento, take I-80 west to I-580, take I-980 west. Take 18<sup>th</sup>/14<sup>th</sup> St. exit and turn left on 17th St., turning right on Clay Street to 1301 Clay Street

From San Francisco, take I-80 east to I-980. Take 12th St. exit and precede to 11th St., turning left over overpass. Drive three blocks to Clay Street and turn left. Drive one block. The Federal Building is one the left.

From San Jose, take I-880 north, take Broadway exit, turn right on Broadway and drive six blocks. Turn left on 12th St., drive one block and turn right on Clay St. The Federal Building is on the left.

From Concord, take I-680 south to Highway 24, and then south on I-980. Take 12th St. exit and precede to 11th St, turning left over overpass. Drive three blocks to Clay St., turn left and drive one block. The Federal Building is on the left.

The following areas can be issued Limited Operator of Uninspected Passenger Vessel licenses. You must have a total of 360 days sea service operating vessels, with 30 days service on each body of water listed below, up to 5 total.

To operate on an area not listed which requires a license you must obtain a unlimited Operator of Uninspected Passenger Vessel license or a Master's license.

1. American River (mile 0.0 to mile 30)
2. Bear Lake Utah & Idaho
3. Chetco River
4. Eel River (mile 0.0 to mile 7.1)
5. Feather River (mile 0.0 to mile 28)
6. Folsom Lake (reservoir)
7. Klamath River
8. Lake Tahoe
9. Mokelumne River (north & south fork)
10. Petaluma River
11. Rogue River (Gold River to Grants Pass, OR)
12. Sacramento River (Sacramento to Red Bluff)
13. Salinas River (mile 0.0 to mile 7.0)
14. San Joaquin River (above Stockton)
15. Smith River
16. Tuolumne River (mile 0.0 to mile 4.0)

## USEFUL INFORMATION

**Submission of application:** The REC'S backlog of application submittals varies from week to week. As such, the processing time for completion of your application also varies.

**Verification of Sea Service:** Sea service may be documented in various forms, including original certificates of discharge, or official documents from marine companies on original company letterhead signed by appropriate officials or licensed masters. In all cases, the evidence produced by the applicant must be original documents containing the amount and nature of the applicant's experience. At a minimum, the contents of the letter **MUST INCLUDE:**

- ◆ Name and documentation/official number of each vessel on which the service was obtained
- ◆ Vessels gross tonnage, shaft horsepower and type of propulsion
- ◆ Number of days underway on each vessel including the dates the service was obtained
- ◆ Number of days spent in each type of route (Ocean, Near Coastal, Inland, specific river or lake, etc.)
- ◆ Average number of hours worked per day
- ◆ A brief description of duties or work performed

For service on vessels of under 200 gross tons, owners of vessels may attest to their own service as long as proof of vessel ownership is provided.

**REGENCY:** The applicant for any original license, endorsement, or raise of grade of a license must have at least three months qualifying service on vessels of appropriate tonnage or horsepower within the three years immediately preceding the date of application.

**Citizenship/Social Security:** Almost all licenses require the applicant to be a U. S. citizen. Non-citizens who possess an alien registration card can apply for an Operator of Uninspected Passenger Vessel (OUPV) license limited to undocumented vessels less than 5 net tons. All original license transactions must provide a ORIGINAL social security card and acceptable proof of nationality, i.e. original passport, birth certificate or baptismal certificate.

**First Aid/CPR:** All applicants for an original license must provide proof of having completed a U. S. Coast Guard approved first aid and CPR course within 12 months of the application date.

**Fingerprint Cards:** If you are applying for an original license fingerprint cards must be submitted. Fingerprints can be taken here at this office. The forms must be signed by the official taking the prints.

**CHARACTER REFERENCES:** For original applicants, three written recommendations attesting to the suitability of the applicant for a Coast Guard License must be submitted. These should be from three persons who have knowledge of the applicant's suitability for duty.

# **User Fee Chart**

	<b>Evaluation Fee</b>	<b>Examination Fee</b>	<b>Issuance Fee</b>	<b><u>Total</u></b>
OUPV - LIMITED	\$100.00	\$45.00	\$45.00	<b>\$190.00</b>

## **Payment Information**

Payment will be accepted in the form of Credit Card, Personal Check, or Money Order (with name, address and social security number). Please make check or money order payable to U.S. Coast Guard. No cash will be accepted.

## **APPLICATION CHECKLIST**

### **ALL APPLICATIONS**

- \_\_\_\_\_ CG-719B Application – Encl.1
- \_\_\_\_\_ CG-719K/E Physical Examination Report – Encl. 2 (completed within the past 12 months)
- \_\_\_\_\_ Report of Chemical Drug Test – Encl. 3 (completed within the past 180 days)
- \_\_\_\_\_ Sea Service – letters of discharge, sea service forms (enclosure 4), or letter of sea service from company/owner on official letterhead, must include address and telephone number
- \_\_\_\_\_ Appropriate check or money order – see fee chart

### **ORIGINAL LICENSE APPLICATIONS**

- \_\_\_\_\_ Proof of citizenship or nationality
- \_\_\_\_\_ Original Social Security Card
- \_\_\_\_\_ Three character references
- \_\_\_\_\_ FD-258 Fingerprint Card
- \_\_\_\_\_ First Aid/CPR certificates (within the last 12 months)

# ***“TOP REASONS”***

## **CG LICENSING APPLICATIONS ARE DELAYED:**

1. Drug screen. Drug screens are often rejected because they do not contain the Medical Review Officer's signature or a copy is received instead of the original.
2. National Driver Registry. National Driver Registry is Section V. If the National Driver Registry is not signed the application will be returned for correction.
3. Physical Exam. If the Merchant Marine Personnel Physical Examination Report is not complete it will be returned for correction.
4. School Certificates. Original training certificates are required, copies are not accepted. Original certificates will be returned when the REC mails the newly issued license to the applicant.
5. User Fees. If the check or money is not for the correct amount it will be returned and license process will be halted until correct amount is received. The fees are also published in the most recent Code of Federal Regulations, title 46, part 10, section 109.
6. Sea time. Discharges, letters from marine employers, or small boat sea service forms are required. If a small boat sea service form is used, it must be certified and signed by the owner of the vessel. If the mariner is the owner of the vessel, proof of ownership is required.
7. Written Statement. If an application is marked “YES” for any answer in Section III, a written statement is required. Simply stating “on file” will not suffice. If the statement includes a DUI or DWI, proof that a state driver's license has been reinstated must be provided with the statement
8. Medical Condition. Additional medical information is required whenever a serious medical condition is identified on the Merchant Marine Personnel Physical Examination Report. The additional medical information that may be required is explained on the following page.

# REQUIRED MEDICAL INFORMATION

A medical waiver from the Officer In Charge, Marine Inspection (OCMI) is required whenever a Merchant Marine Personnel Physical Examination Report (Form CG-719K) reveals a serious medical condition. Please provide a signed medical history statement from your doctor under his letterhead that includes the required information below.

**Medical Conditions:** severe speech impediment, thyroid dysfunction, epilepsy, seizures, paralysis, blood disorder, severe digestive disorder, chronic renal failure, communicable disease, asthma, lung disease, psychiatric disorder, depression, attempted suicide, loss of memory, dizziness, fainting, periods of unconsciousness, sleepwalking, recent or repetitive surgery, impaired range of motion, impaired balance or coordination

## Standard Information Required:

1. The date when the diagnosis was made
2. A complete list of medication (current and past), including dosage and possible side effects
3. Any limitations in the performance of your professional duties
4. A prognosis of the potential deterioration or correction of your condition

## Amplifying Information (only required for specific conditions):

Amputation	An explanation of what caused the amputation is required, e.g., an accident or illness. If an illness is the cause, the same standard information listed above is required regarding the specific illness.
Vision Problem	Results of a recent (within 1 year) vision exam is required that includes both uncorrected and corrected vision, field of vision, and color vision.
Hearing Problem	A recent (within 1 year) hearing test is required that includes unaided hearing threshold, aided threshold, and speech discrimination at 55db in each ear.
Use of Prescription Medication	The standard information listed above is required for the <u>condition</u> that requires the prescription medication.
Asthma	A recent (within 30 days) pulmonary function test is required.
Diabetes	The results of a recent (within 30 days) HgbA1c (diabetic) test. A prognosis regarding possible affects the diabetes may have on your vision.
High Blood Pressure	A recent (within 30 days) blood pressure reading. If prescribed medications require close monitoring in any form, the results of a treadmill exercise stress test taken within one year, including an interpretation of the result by either a doctor or cardiologist. If your condition does not require close monitoring of any form, <u>you must provide a statement</u> from your doctor or cardiologist explaining that “a treadmill exercise stress test is not necessary since your condition is (1) well controlled <b>and</b> , (2) does not require close monitoring.”
Heart Disease Vascular Disease Heart Surgery	A recent (within 30 days) blood pressure reading. The results of a treadmill exercise stress test taken within one year, including an interpretation of the result by either a doctor or cardiologist.

## ADDITIONAL GUIDANCE

*Read all forms carefully. Print legibly or type all information on the forms with the exception of your signature. Enter all information in full; do not use abbreviations. If a block or section does not apply to you, place "N/A" in it.*

**CG-719B Application Form – 2 pages (Encl. 1):** This is required for ALL license, document and STCW transactions. The oath sections for original licenses and documents must be signed in front of/witnessed by a Coast Guard official. This will help speed the issuance process. Refusal to sign page 2, National Drivers Registration (NDR) authorization, could preclude you from receiving a license/document. The signature for the Mariner's Tracking System is purely voluntary.

**CG-719K Physical Examination Report – 2 pages (Encl. 2):** This is required for all original licenses. Ensure the physician provides his/her license number, address and telephone number. The physical must be dated within one year of the application date.

**Drug Testing (Encl.3) :** This is required for all licenses.

- a. **Chemical testing for dangerous drugs form** or
- b. **Random drug testing letter from a maritime employer**

**Sea Service Forms (Enclosed) :**

- a. **Self-certification form :** This is typically used for original and renewed licenses for masters and mates on vessels up to 1600 GRT.

**\*\* THIS OFFICE ONLY ACCEPTS ORIGINAL COPIES OF ALL FORMS LISTED  
PHOTOCOPIES OR FAXES WILL "NOT" BE ACCEPTED. \*\***

**You may mail copies and provide originals before license is issued.**